

28 JAN 1964

MEMORANDUM FOR: Director of Finance

DD / S R E G I S T E R

SUBJECT : Relocation of Office of Finance Outside  
Headquarters Building

FILE *Relocation of Components*

REFERENCE : Memo dtd 22 Jan 64 to DD/S fr D/F,  
same subject

1. In order to proceed with further analysis of the plan outlined in the reference, I would appreciate information on the following:

- a. The practicability of establishing a centralized travel voucher processing unit in the Headquarters building, adjacent to Central Processing if space can be made available.
- b. The effect of having Certifying Officers in Area Divisions and other large components.
- c. Joe Becker's views concerning the location of the RCA machine unit.
- d. The feasibility of leaving personnel in the Headquarters building to handle the priority cables mentioned in Paragraph 5 of the reference. If this is not workable, please obtain from the Director of Communications a rough indication of the type of installation, cost, number of communications personnel and space involved in establishing a relay facility.
- e. The desirability of KY-1 secure-voice communications between your personnel in the Headquarters building and in the space under consideration.   has stated that two of these instruments are available. They could be used in lieu of face-to-face conversations on classified matters. The instruments cannot be connected to the red lines in the Headquarters building.

25X1

2. Please gather together the above information and submit to me at your earliest opportunity.

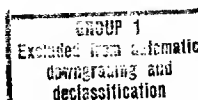
Signed

SE

L. K. White  
Deputy Director  
for Support

SPA-DD/S:JHP:fmf (27 Jan 64)  
Distribution:

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X - DD/S Subject w/O of ref (DD/S 64-0412)

H. P.

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This is taking too long to sort out and I suspect one reason may be that we are communicating via written memo in lieu of face-to-face and discussion. Please pick up the ball on this, ask me the questions you want of anyone you want as my personal representative, and let's come to an early conclusion about this matter.

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